

Guide for Preparing a Mobility Report

We kindly ask you to submit a written report in which you present your motivation, preparation process, and your experiences abroad.

At the beginning of the report, please make sure to include the following information:

- **Name:**
- **Organizational unit:**
- **Type of mobility:**
- **Name of host institution/organization:**

Below you will find a list of suggested topics to address; however, feel free to be creative when writing your report! Please prepare it as a coherent text of approximately 2 pages in length. You are encouraged to include photos to make the report more colorful and lively.

The report must be approved and signed by your supervisor. If your supervisor has an official stamp, the report should be stamped as well.

1. Motivation
2. Preparation process
3. Travel and arrival
4. Accommodation and housing
5. Location and job description of the mobility
6. Professional experiences and development
7. Support from the host institution
8. Daily life and local culture
9. Connections and community
10. Challenges and lessons learned
11. Summary and recommendations